



BOB RILEY  
Governor

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Director of Finance

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
OFFICE OF THE STATE COMPTROLLER

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ROBERT L. CHILDREE  
State Comptroller

June 1, 2005

MEMORANDUM

TO: ALL CHIEF FISCAL OFFICERS

FROM: Bill Newton, Assistant Finance Director  
Robert L. Childree, State Comptroller  
Isaac Kervin, State Purchasing Director

*BN*  
*RLC*  
*IK*

SUBJECT: PROCEDURES FOR END OF FISCAL YEAR, SEPTEMBER 30, 2005 AND  
BEGINNING OF FISCAL YEAR, OCTOBER 1, 2005

The procedures and deadlines have been established for closing the fiscal year ending September 30, 2005 and opening the new fiscal year beginning October 1, 2005. There is also a calendar for use as a quick reference. *The detailed information is available online at [www.comptroller.state.al.us](http://www.comptroller.state.al.us). If your agency does not have access to the internet, please contact Gwen Barnett at (334) 242-2192 for a paper copy of this document.*

Departments must insure that sufficient cash, appropriation, allotment, and expense budget authority are available to cover all transactions by the deadline dates. Note that the thirteenth accounting period for FY 2005 will end on November 30, 2005.

The last few days of the fiscal year are a critical time for processing documents. During this time, all rejected documents are handled special because of time constraints. Therefore, it is very important that members of your staff be available to answer questions, make necessary changes, or otherwise help resolve problems as they arise. The Central Accounting System (CAS) will be unavailable for normal processing of transactions from approximately 5:00 pm on September 28, 2005 until October 1, 2005.

Thank you for your cooperation during year-end closing.

RLC/gb

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## BUDGET

### **FY 05**

SEPTEMBER 2

All FY 05 Operations Plans revisions must be submitted to the Executive Budget Office for approval.

### **FY 06**

AUGUST 5

All FY 06 Operations Plans are due in the Executive Budget Office.

SEPTEMBER 9

All FY 06 Operations Plans entered into the Central Accounting System(CAS).

**FY 06 dates subject to change pending completion of the summer special session.**

FOR ASSISTANCE, CALL:      EXECUTIVE BUDGET OFFICE  
242-7230

## CASH RECEIPTS

### **FY 05**

#### **SEPTEMBER 28**

This is the last day the Treasurer's Office will accept deposits that will be processed as FY 05 transactions. All deposits on September 28 to be processed in FY 05 should be made between 8:00 a.m. and 10:00 a.m.

All bad checks that have been returned by September 28 should be redeemed from the Treasurer's Office by 10:00 a.m. on September 28. Any questions regarding bad checks should be directed to Lillie Meeks of the Treasurer's Office at (334) 242-7520.

### **FY 06**

All deposits made after 10:00 a.m. on September 28 will be processed as FY 06 transactions.

The certificate number for FY 06 cash receipts should begin with a "6". This includes cash receipts made after 10:00 a.m. on September 28.

No deposits should be coded as refunds of current year disbursements until there have been sufficient disbursements in FY 06.

#### **PRIOR BUDGET YEAR TRANSACTIONS**

A cash receipt modification may be used to correct a FY 05 deposit while the thirteenth accounting period is open. Modifications to reclassify deposits from one fund to another fund should be coded to the FY 05 budget. The accounting period should be left blank. For CAFR purposes, two journal vouchers should also be prepared and sent to the Financial Reporting Section. The first JV will, in the new fund, debit balance sheet account 1203 and credit the accounting distribution from the CR and, in the old fund, debit the accounting distribution from the CR and credit balance sheet account 2003. The first JV will be coded with "13 05" in the accounting period while the second JV will reverse the first one and be coded with "05" in the budget FY and the accounting period blank. All other modifications should be coded with "13 05" in the accounting period. The budget FY should be left blank. All modifications coded to the thirteenth accounting period must have a total deposit amount of \$0.00 and the modification must not change cash (in total) in a fund.

### **FY 05 CASH RECEIPTS (CONTINUED)**

Refunds of prior year expenditures may be deposited as refunds against disbursements while the thirteenth accounting period is open. The receipt should be coded to the FY 05 budget. The accounting period should be left blank. For CAFR purposes, two journal vouchers should also be prepared and sent to the Financial Reporting Section. The first JV will debit balance sheet account 1200 and credit the accounting distribution from the CR. The first JV will be coded with "13 05" in the accounting period. The second JV will reverse the first one and be coded with "05" in budget FY and the accounting period blank. After the thirteenth accounting period has closed, these prior year refunds should be coded to revenue source 0684. The accounting period and budget FY should be left blank.

All checks originally deposited in FY 05 that are returned after September 28 should be redeemed from the Treasurer's Office as indicated on page 3-10 of the Fiscal Policy and Procedures Manual.

FOR ASSISTANCE CALL: OFFICE OF THE STATE COMPTROLLER  
RECEIPTS SECTION  
242-7068

## CROSSWALK/CHART OF ACCOUNTS ROLLOVER

### **FY 05**

#### **JUNE 1 - 24 CROSSWALK**

Review the FY 05 crosswalk tables for your agency. Any additions or changes must be completed by 5:00 p.m., June 24. The XGFS table may be used as a convenient reference for the XWLK table.

The following tables must be used for your additions or changes, and the status code must be changed to "9" on all records that are no longer valid:

XWLK - fund/agency/orgn/appr/activ  
OWLK - object/sub-object  
BRWK - revenue source/balance sheet

#### **JUNE 26 CHART OF ACCOUNTS**

FY 06 records created by replicating FY 05 tables (fund, agency, orgn, activity, object, sub-object, revenue source, balance sheet).

#### **JUNE 27**

FY 06 crosswalk tables and chart of accounts will be available for inquiries, changes, additions, and inactivations. **Any additions or changes made to the FY 05 tables after the rollover must also be made to the FY 06 tables.**

Note: SNAP will not accept any FY 06 requests until the account coding is valid in the Crosswalk tables. **IT IS ESSENTIAL THAT THE AGENCIES' PURCHASING SECTION USE THE NEW CODING ON THE FY 06 REQUISITIONS.**

FOR ASSISTANCE CALL: OFFICE OF THE STATE COMPTROLLER  
AFNS HOTLINE  
242-2686

## FINANCIAL STATEMENTS FOR 2005

### OCTOBER 4

Departments will be sent specific instructions regarding accruals and other entries for accounting events that have not been captured through daily transactions. Departments will be required to provide journal vouchers to record accounts receivable, deferred revenue, depreciation, inventory adjustments, capital leases, debt service adjustments and other entries.

### OCTOBER 21

Journal vouchers to record accruals and other accounting adjustments must be submitted to Financial Reporting (Room 206, RSA Union Building).

FOR ASSISTANCE CALL: OFFICE OF THE STATE COMPTROLLER  
FINANCIAL REPORTING SECTION  
242-2192

## JOURNAL VOUCHER - CORRECTIONS

### **FY 05**

SEPTEMBER 21

All journal voucher corrections (not year-end accounts payable journal vouchers) must be submitted to the Comptroller's Office for approval and processing no later than 5:00 p.m. Automated users must insure that this data is passed to the Central Accounting System (CAS) by this date.

### **FY 06**

FY 06 journal vouchers should begin with a "6" followed by the department's three-digit agency code plus seven (7) digits at the discretion of the department.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER,  
FISCAL MANAGEMENT SECTION  
242-4225



## JOURNAL VOUCHER – ACCOUNTS PAYABLE

**FY 05**

**SEPTEMBER 16 (Manual Users)**

Manual users must submit completed year-end accounts payable journal voucher forms with supporting documentation to the Comptroller's Office by this date to allow time for entering into the system.

**SEPTEMBER 20 (Automated Users)**

The year-end accounts payable journal vouchers and corresponding documentation must be received by the Comptroller's office by 5:00 p.m. on this date. Automated users must insure that this data is passed to the Central Accounting System (CAS) by this date.

Attached is a sample of the journal voucher document to be completed in order to establish the year-end accounts payable. The purpose of these journal vouchers is to insure that sufficient cash and budget authority are available at year-end for remaining 2005 fiscal year expenditures and should consist only of expenditures incurred, but not paid by September 30, 2005, such as travel and utilities. Capital outlay funds already appropriated under appropriation unit 050 and all FY 05 Snap POs and encumbered professional services contracts should NOT be included on the year-end accounts payable journal vouchers. The Comptroller's Office will insure that sufficient cash and budget authority are available for these items in addition to the year-end accounts payable journal vouchers.

**NOTE: Sufficient cash must be available for all capital outlay appropriations (050).**

Year-end accounts payable journal vouchers will be accomplished by making the following accounting entry:

DR	Expenditures (Account Type 22)
CR	Cash (Account Type 01)

These journal vouchers should be entered into agency accounting systems using departmental codes that will pass through integration to the Central Accounting System (CAS) for processing. Corresponding journal voucher forms, completed with the Central Accounting System (CAS) accounting codes, must be submitted to the Comptroller's Office along with supporting documentation. This documentation should be the detail of items that are included in the requested accounts payable amounts.

In completing the year-end accounts payable journal voucher form, the document number must have 11 digits in the following format:

"5"	X	X	X	X	X	X	X	X	X	"E"
	Agcy			Department						
	Code			Discretion						

It must begin with "5", followed by the three-digit agency code, plus six digits at the department's discretion, and end with the letter "E". It is **imperative** that you adhere to this numbering scheme.

The debits to the expenditure accounts (credits not allowed) must include all applicable accounting codes down to the sub-object level.

**Note:** Sub-objects are not required for budgetary control purposes, but are required for journal voucher processing. Therefore, you should use 01 as the sub-object in each expenditure transaction in order to reduce the number of journal voucher lines. **Major object 0100 can only be used with prior approval from the Comptroller's Office. Sub-object 04 should be used with major object 0100.**

Once these accounts payable journal vouchers are updated and cash is reserved for Snap/Professional Services Contract POs and cash is reserved for Capital Outlay (appropriation unit 050) in the Central Accounting System (CAS), any remaining unexpended/unencumbered authority will be reduced to zero for FY 05. After the year-end closing process is completed in the Central Accounting System (CAS), journal vouchers (accounts payable, and those processed to reserve cash for POs and Capital Outlay) will be reversed in order to restore the cash and FY 05 budget authority for spending during the thirteenth accounting period.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER,  
FISCAL MANAGEMENT SECTION  
242-7064 or 242-4225

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
State Comptroller  
Montgomery, AL 36130

JOURNAL VOUCHER NUMBER 010 5010000000E  
BATCH NUMBER \_\_\_\_\_  
DATE \_\_\_\_\_  
ACCOUNTING PERIOD \_\_\_\_\_ BUDGET FY 05

Comptroller will distribute as follows  
White - Comptroller  
Yellow - Department

## JOURNAL VOUCHER

AC TP	FUND	AGCY	ORG	APPR	ACTI- VITY	OBJ/ REV	SUB O/R	BS ACCT	REPT CATG	DESCRIPTN	V/ P	VENDOR/ PROVIDER	DEBIT AMOUNT	CREDIT AMOUNT
22	0100	010	1020	917	0582	0300	01						5,000.00	
22	0100	010	1020	917	0582	0400	01						2,500.00	
22	0100	010	1020	917	0582	0500	01						1,200.00	
22	0100	010	1020	917	0582	0600	01						9,000.00	
22	0100	010	1020	917	0582	0700	01						15,000.00	
22	0100	010	1020	917	0582	0800	01						23,000.00	
01	0100	010						1001						55,700.00
TOTALS													55,700.00	55,700.00

Explanation: To set up Accounts Payable JV for FY 2005 (see attached supporting documentation).

\_\_\_\_\_

\_\_\_\_\_

Submitted by: \_\_\_\_\_

Audited by: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Audited: \_\_\_\_\_

## PAYMENT VOUCHERS

### **FY 04**

#### AUGUST 22

All payment vouchers referencing FY 04 purchase orders/contracts must be placed in **separate batches** from all other payment vouchers. The batch listing must be clearly labeled "04" in red letters.

#### SEPTEMBER 2

All payment vouchers referencing FY 04 purchase orders/contracts complete with supporting documentation must be received in the Comptroller's Office by 3:30 p.m. Automated users must insure that this data is passed to the Central Accounting System (CAS) by this date.

### **FY 05**

#### SEPTEMBER 16 (Automated Users)

Payment vouchers and supporting documentation for departments with automated systems (AFNS and Non-AFNS) must be received by the Comptroller's Office by 3:30 p.m.

#### SEPTEMBER 14 (Manual Users)

Payment vouchers and supporting documentation for Manual Users must be received no later than 5:00 p.m. in the Section of Accounting Support of the State Comptroller's Office (Room 274, RSA Union Building).

#### SEPTEMBER 22

All green slipped vouchers must be returned by **NOON** on this date to insure processing in this fiscal year. ANY PAYMENT VOUCHERS REJECTED, GREEN SLIPPED, OR OTHERWISE NOT COMPLETED MUST BE INCLUDED IN THE TOTALS FOR THE YEAR-END ACCOUNTS PAYABLE JOURNAL VOUCHERS.

### **FY 06**

#### DATES ON PAYMENT VOUCHERS

During the 13th accounting period, if goods or services are received (the expenditure has actually been incurred) on or before 9/30/05, the ACCOUNTING PERIOD on the payment voucher should be coded "13 05", whether you are making a direct payment (for example, utilities) or referencing a purchase order. This applies to all vouchers, without exception.

## FY 06 PAYMENT VOUCHERS CONTINUED

On your payment vouchers, **LEAVE THE DATE FIELD BLANK.** This will allow vouchers to be found on OLGL in the 13th accounting period with the date of the transaction.

If prior year goods or services are received on or after 10/1/05, leave the date and accounting period blank on the payment voucher, and code "05" for the budget fiscal year when making a direct payment. On payment vouchers processed for current year goods or services, leave the date and accounting period blank and code "06" for the budget fiscal year.

**NOTE: NON-AFNS AGENCIES** - Must insure that the appropriate budget fiscal year is passed in the Voucher Header Record on all transactions.

### DATES ON MATERIAL RECEIPTS

**The date items were received must be present on the material receipt form. This will assist in the audit.**

If the payment voucher references a purchase order, the fiscal year of the purchase order determines which fiscal year budget is charged. A payment voucher referencing a FY 05 purchase order will be charged against the FY 05 budget; a payment voucher referencing a FY 06 purchase order will be charged against the FY 06 budget. Expenditures must be paid from the proper fiscal year and multiple fiscal years cannot be processed on the same document.

Phone Authorizations - If the authorization was obtained prior to 10/1/05, but the goods or services were received after 9/30/05, the Budget FY on the voucher should be "05". If the goods or services were received prior to 9/30/05, then "13 05" should be placed in the accounting period and "05" in the Budget FY.

Capital Outlay - Always code the correct budget year in the Budget FY field, whether "00", "01", "02", "03", "04", "05".

See the chart on pages 10 & 11 showing how to apply these rules in all situations.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER  
ACCOUNTS PAYABLE SECTION  
242-7057, 242-7058, 242-7061, or 242-7071  
MANUAL USERS 242-7061

# REFERENCE GUIDE

## PAYMENT VOUCHER DATING INSTRUCTIONS

<u>PURCHASING AUTHORITY</u>	<u>GOODS RECEIVED</u>	<u>DATE ON VOUCHER</u>	<u>ACCOUNTING PERIOD</u>	<u>BUDGET FY</u>
---------------------------------	---------------------------	----------------------------	------------------------------	----------------------

### PRIOR BUDGET YEAR TRANSACTIONS

FY 05 PO	Before 10/1/05	Blank	13 05	FY 05
FY 05 PO	After 9/30/05	Blank	Blank	FY 05
FY 05 PO w/overruns, shipping charges, etc	Before 10/1/05	Blank	13 05	FY 05
FY 05 PO w/overruns, shipping charges, etc	After 9/30/05	Blank	Blank	FY 05
Phone Authorization before 10/1/05	Before 10/1/05	Blank	13 05	FY 05
Phone Authorization before 10/1/05	After 9/30/05	Blank	Blank	FY 05
<\$500 and Gov. Entities	Before 10/1/05	Blank	13 05	FY 05
<\$500 and Gov. Entities	After 9/30/05	Blank	Blank	FY 05

**NOTE:** In order for goods/services under \$500 or purchases from other governmental entities to be paid from FY 05 appropriation, sufficient evidence must be present to document that the goods/services were ordered on or before 9/30/05.

### CURRENT BUDGET YEAR TRANSACTIONS

FY 06 PO	After 9/30/05	Blank	Blank	FY 06
Phone Authorization after 10/1/05	After 9/30/05	Blank	Blank	FY 06
<\$500 and Gov. Entities	After 9/30/05	Blank	Blank	FY 06

**NOTE:** Title passes to the buyer when goods are shipped "FOB shipping point," therefore use the shipping date as the date the goods were received.

## CAPITAL OUTLAY TRANSACTIONS

Capital Outlay transactions follow the same date rules as current budget year transactions, but always enter the appropriate budget fiscal year.

<b><u>PURCHASING AUTHORITY</u></b>	<b><u>GOODS RECEIVED</u></b>	<b><u>DATE ON VOUCHER</u></b>	<b><u>ACCOUNTING PERIOD</u></b>	<b><u>BUDGET FY</u></b>
FY 03 Cap Outlay	Before 9/30/05	Blank	13 05	FY 03
FY 03 Cap Outlay	After 9/30/05	Blank	Blank	FY 03
FY 04 Cap Outlay	Before 9/30/05	Blank	13 05	FY 04
FY 04 Cap Outlay	After 9/30/05	Blank	Blank	FY 04
FY 05 Cap Outlay	After 9/30/05	Blank	Blank	FY 05

## THIRTEENTH ACCOUNTING PERIOD

The thirteenth accounting period for 2005 and all future fiscal years will end on the last working day of November. After that date, no further expenditures or adjustments can be made against the 13th accounting period, and all unencumbered previous year budget balances will lapse.

After November 30, all documents with an accounting period of "13 05" will be rejected. Documents carrying a blank date or accounting period and a budget fiscal year of "05" that do not reference a contract or purchase order will also reject. Capital outlay items are the exception and can continue to be processed with a blank date and the appropriate budget fiscal year. Payments for items received after 9/30/05 paid against a FY 05 purchase order will continue to be paid against FY 05 encumbrances by referencing the purchase order and by placing the appropriate budget fiscal year in the voucher header. Payments against a FY 05 purchase order can have overruns during the 13<sup>th</sup> accounting period only.

**NOTE: Any goods or services not on purchase orders received prior to October 1 must be paid for by November 30.**

### OCTOBER 1

All FY 05 payment vouchers not referencing purchase orders (accounts payable) must be placed in separate batches and be clearly labeled "05" in red letters.

### NOVEMBER 22 (Automated Users)

All FY 05 payment vouchers not referencing purchase orders (accounts payable) and their supporting documentation must be received by the Comptroller's Office by 3:30 p.m. Automated users must insure this data is passed to the Central Accounting System (CAS) by this date.

### NOVEMBER 22 (Manual Users):

All FY 05 payment vouchers not referencing purchase orders (accounts payable) and their supporting documentation must be received by the Section of Accounting Support by 3:30 p.m.

### NOVEMBER 30

Thirteenth accounting period closes.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER  
ACCOUNTS PAYABLE SECTION  
242-7057, 242-7058, 242-7061, OR 242-7071  
MANUAL USERS 242-7061



## PAYROLL

### **FY 05**

#### **SEPTEMBER 13**

The GHRG gross-to-net cycle for the BI-WEEKLY pay period ending September 2 will be processed. All entries must be made by 2:45 pm. These payrolls will be charged to FY 05.

#### **SEPTEMBER 20**

The final GHRG gross-to-net cycle for SUPPLEMENTAL pay to be paid in FY 05 will be processed.

#### **SEPTEMBER 21**

The GHRG gross-to-net cycle for the MONTHLY AND SEMI-MONTHLY pay period ending September 30 will be processed. These payrolls will be charged to FY 05.

#### **SEPTEMBER 22**

All GHRG salary warrants to be cancelled in the FY 05 must be submitted to GHRG by 12:00 noon.

### **FY 06**

#### **SEPTEMBER 27**

The GHRG gross-to-net cycle for the BI-WEEKLY pay period ending September 16 will be processed. All entries must be made by 2:45 pm. These payrolls will be charged to **FY 06**.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER  
GHRG SECTION, HOTLINE,  
242-2188

## PROFESSIONAL SERVICES CONTRACTS

### **FY 05**

SEPTEMBER 15

All FY 05 Professional Services contracts/amendments must be submitted to the Comptroller's Office for approval and processing by this date. Any contract modifications (CMs) should be entered into the Central Accounting System (CAS) by this date.

Any contracts/amendments not submitted by this date must be included on the year-end accounts payable journal vouchers if expenditures are applicable FY 05. These contracts/amendments must then be entered into the Central Accounting System (CAS) during the 13th accounting period.

### **FY 06**

OCTOBER 1

New contracts for FY 06 should not be keyed into the system or submitted to our office prior to this date.

The rollover process for FY 05 contracts affecting multiple fiscal years will be completed on this date. It will be necessary for each agency to complete CM transactions in the Central Accounting System (CAS) after October 1 in order to record quarterly amounts and any changes to the accounting distributions for your new FY 06 rollover contracts.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER  
FISCAL MANAGEMENT SECTION  
242-7064 or 242-4225

## PURCHASING

### REQUISITIONS

#### **FY 05**

JULY 25

State Purchasing will not accept or process requisitions (PR2s) in excess of \$7,500 that must be competitively bid after this date.

AUGUST 8

State Purchasing will not accept or process requisitions, including release orders, after this date.

AUGUST 12

State Purchasing will send final FY 05 requisitions to accounting systems. This will be the last day to create FY 05 Purchase Orders (except Capital Outlay) in SNAP.

SEPTEMBER 7

All FY 05 RQs (except Capital Outlay) must be converted to purchase orders in all systems. Automated Users must insure that this data is updated to their agency accounting system, the Central Accounting System (CAS), and passed back to SNAP by this date. Any requisition remaining in State Purchasing that has not been converted to a purchase order by September 9 will be returned to the department. The department may resubmit these after October 1 to be processed against the new fiscal year (FY 06) budget.

SEPTEMBER 9

FY 05 RQs, except for appropriation 050 - capital outlay, will be closed.

#### **FY 06**

JUNE 27

Agencies can begin FY 06 requisitions if all XWLK changes have been made. It is essential that the FY 06 account codes be used on the FY 06 requisitions.

## PURCHASE ORDERS

### **FY 04**

SEPTEMBER 9

All outstanding FY 04 purchase orders, (including Professional Services contracts) except for appropriation 050 - capital outlay, will be closed in the Central Accounting System (CAS) by the system.

### **FY 05**

SEPTEMBER 1

State Purchasing will not process any FY 05 purchase order modifications (POCs) during the period of September 1 - September 30.

FOR ASSISTANCE, CALL: KATHY MOORE, STATE PURCHASING  
242-7040

REPORTS  
END OF FISCAL YEAR 2005

Four end-of-year reports will be generated and distributed to each agency through the routine end-of-month report distribution process. These reports include all transactions recorded in the Central Accounting System (CAS) during the 2004-2005 fiscal year and are identified as "Year End" in the heading. Please note that the A103 & A501 reports include the year-end accounts payable journal vouchers in the expenditure columns. The standard reports for the month of September identified as "September 2005" do not include the accounts payable expenditures.

There is one other year-end transaction that is similar to an expenditure and is included in order to make the allotment balance an even dollar amount. This "expenditure" is coded to activity "YRND" and will be reversed at the close of the thirteenth accounting period.

END OF FISCAL YEAR REPORTS

P441	EOY Budget Management Report
A103	Detail Listing of Obligations vs Budget
A501	Agency Obligations vs Expense Budget, Appropriations, and Allotments
P421	Operations Plans for 2006 Fiscal Year

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER  
FINANCIAL REPORTING SECTION  
242-2192

## WARRANT CANCELLATION / DUPLICATE WARRANT

### SEPTEMBER 16

All warrants, except salary warrants, to be cancelled in FY 05 must be received by the Comptroller's Office, RSA Union Building, Room 268 by 5:00 p.m. Due to the impact on budgets, cash, and accounts payable journal vouchers, warrant cancellations should be submitted immediately and not held until this date. **Any warrants (except expense warrants) not received by this deadline must be certified into the State Treasury on or after October 1.**

NOTE: Expense warrants may be cancelled as long as the thirteenth accounting period is open.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER  
AGENCY DISTRIBUTION SECTION 242-7078

### SEPTEMBER 20

All requests for duplicate warrants received after this date will not be processed until after October 1.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER  
AGENCY DISTRIBUTION SECTION 242-7056

### SEPTEMBER 22

All GHRS Salary warrants to be cancelled for FY 05 must be submitted to GHRS (RSA Union Building, Room 282) by 12:00 noon. Due to the impact on budgets, cash, and accounts payable journal vouchers, warrant cancellations should be submitted immediately and not held until this date. **Any warrant not received by this deadline must be certified into the State Treasury on or after October 1.**

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER  
GHRS SECTION, HOTLINE 242-2188

### NOVEMBER 23

Expense warrants issued in FY 05 (October 1, 2004-September 30, 2005) and requiring cancellation, must be received by the Comptroller's Office, RSA Union Building, Room 268 by 5:00 p.m. Any warrant not received by this deadline must be certified into the State Treasury.

FOR ASSISTANCE, CALL: OFFICE OF THE STATE COMPTROLLER  
AGENCY DISTRIBUTION SECTION 242-7078

## CAPITAL ASSETS – REAL AND PERSONAL PROPERTY

### **Personal Property**

DECEMBER 15

Departmental Accountants – Verify that Personal Property Managers have updated the State Auditor's program Protege for purchases received through 09/30/2005 or that will be paid for from the 13<sup>th</sup> accounting period.

JANUARY 6

Departmental Accountants – Verify that Personal Property Managers are submitting all FY05 purchases of personal property in the file sent to the State Auditor for January 15 import.

### **Real Property**

NOVEMBER 21

All real property purchased for FY05 was captured on GCAS and GCAD tables through the payment vouchers submitted to the Central Accounting System (CAS). Disposals and changes should be made directly to the GCAS screen no later than the end of the 13<sup>th</sup> accounting period, November 30. Changes and corrections requiring JVs should be submitted directly to Financial Reporting numbered as an FR JV no later than November 21 in order to be processed by November 30.

DECEMBER 20

CAS Exception Reports and end of month reports furnished for GCAS and GCAD should be balanced as soon as received around December 1<sup>st</sup> or 2<sup>nd</sup> and any corrections or changes made immediately to GCAS no later than December 20.

FOR ASSISTANCE CALL: OFFICE OF THE STATE COMPTROLLER  
FINANCIAL REPORTING SECTION  
242-4954

# June 2005

# End of Fiscal Year

Monday							Tuesday							Wednesday	Thursday	Friday																																																																																																									
<table><tr><th colspan="7">May 2005</th></tr><tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr><tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr></table>							May 2005							M	T	W	T	F	S	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<table><tr><th colspan="7">Jul 2005</th></tr><tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr></table>							Jul 2005							M	T	W	T	F	S	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<i>1</i>  BEGIN MAKING ADDITIONS OR CHANGES TO FY05 CROSSWALK TABLES.	<i>2</i>	<i>3</i>
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<i>6</i>  HOLIDAY- JEFFERSON DAVIS' BIRTHDAY							<i>7</i>							<i>8</i>	<i>9</i>	<i>10</i>																																																																																																									
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<i>20</i>							<i>21</i>							<i>22</i>	<i>23</i>	<i>24</i>  FY05 CROSSWALK ADDITIONS OR CHANGES MUST BE COMPLETED BY 5 PM.																																																																																																									
<i>27</i>  BEGIN FY06 REQUISITIONS, USE FY06 ACCOUNT CODES  FY06 CROSSWALK/ CHART OF ACCOUNTS TABLES AVAILABLE IN CAS							<i>28</i>							<i>29</i>	<i>30</i>																																																																																																										



# July 2005

# End of Fiscal Year

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25 PURCHASING WILL NOT ACCEPT OR PROCESS RQ's(PR2's) IN EXCESS OF \$7,500.	26	27	28	29																																																																																							

# August 2005

# End of Fiscal Year

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8 PURCHASING WILL NOT ACCEPT OR PROCESS FY05 RQ's, INCLUDING RELEASE ORDERS, AFTER THIS DATE.	9	10	11	12 FINAL FY05 RQ's SENT TO AGENCIES & FINAL FY05 PO's CREATED BY PURCHASING.																																																																																				
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22 ALL PV'S REFERENCING FY04 POs/CONTRACTS PLACED IN SEPARATE BATCHES.	23	24	25	26																																																																																				
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<div>5</div> <div>HOLIDAY - LABOR DAY</div>		<div>6</div>		<div>7</div>		<div>8</div> <div>FY05 RQ's MUST BE CONVERTED TO PO's IN ALL SYSTEMS</div>		<div>9</div> <div>FY04 PO's &amp; FY05 RQ's, NOT 050, CLOSED IN CAS.</div>																																																																																			
<div>12</div>		<div>13</div> <div>GHRs BI-WEEKLY GROSS-TO-NET FOR PAY PERIOD ENDING 9/2 PROCESSED (ALL ENTRIES DUE BY 2:45).</div>		<div>14</div> <div>PV's FOR MANUAL USERS DUE BY 5 PM.</div>		<div>15</div> <div>FY05 PROFESSIONAL SERVICE CONTRACTS DUE.</div>		<div>16</div> <div>PVs FOR AUTOMATED USERS DUE BY 3:30 PM.  WARRANTS TO BE CANCELLED EXCEPT SALARY DUE BY 5 PM.  YEAR-END ACCOUNTS PAYABLE JV'S DUE (MANUAL USERS)</div>																																																																																			
<div>19</div>		<div>20</div> <div>FINAL DUPLICATE WARRANTS TO BE PROCESSED DURING CURRENT YEAR.  FINAL GHRs GROSS-TO-NET CYCLE FOR SUPPLEMENTAL FY05 PROCESSED.  YEAR-END ACCOUNTS PAYABLE JV's FOR AUTOMATED USERS DUE.</div>		<div>21</div> <div>ALL CORRECTION JV's DUE.  GHRs GROSS-TO-NET MONTHLY &amp; SEMI-MONTHLY FY05 PROCESSED.</div>		<div>22</div> <div>GHRs SALARY WARRANTS TO BE CANCELLED FOR FY05 DUE BY NOON.  GREEN-SLIPPED PV's DUE BY NOON.</div>		<div>23</div>																																																																																			
<div>26</div>		<div>27</div> <div>GHRs GROSS-TO-NET BI-WEEKLY FY 06 PROCESSED (ALL ENTRIES DUE BY 2:45).</div>		<div>28</div> <div>CAS UNAVAILABLE AFTER 5PM UNTIL 10/1.  DEPOSITS BY10 AM PROCESSED AS FY05 &amp; AFTER 10AM FY06</div>		<div>29</div>		<div>30</div> <div>AFNS UNAVAILABLE AFTER 1 PM UNTIL 10/1/05.</div>																																																																																			

# October 2005

# End of Fiscal Year

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<div>3</div> <div>ALL FY05 PV's NOT REFERENCING PO's MUST BE PLACED IN SEPARATE BATCHES.</div> <div>BEGIN SUBMITTING NEW FY06 CONTRACTS TO COMPTROLLER'S OFFICE.</div> <div>QUARTERLY AMOUNTS CAN BE MADE ON CM's TO FY06 MULTI-YEAR CONTRACTS ROLLED OVER FROM FY05.</div>	<div>4</div> <div>CAFR INSTRUCTIONS TO BE MAILED.</div>	<div>5</div>	<div>6</div>	<div>7</div>																																																																													
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21 JV CHANGES/ CORRECTIONS FOR REAL PROPERTY DISPOSALS/CHANGES	22 ALL FY05 PV's NOT REFERENCING PO's DUE BY 3:30 PM. (AUTOMATED & MANUAL)	23 CANCELLATION OF FY05 EXPENSE WARRANTS DUE BY 5 PM.	24 HOLIDAY - THANKSGIVING	25																																																																																											
28	29	30 THIRTEENTH ACCOUNTING PERIOD CLOSSES.	<div><div>Oct 2005</div><table><tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr><tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div> <div><div>Dec 2005</div><table><tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr></table></div>		M	T	W	T	F	S	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							M	T	W	T	F	S	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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# December 2005

# End of Fiscal Year

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# January 2006

# End of Fiscal Year

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